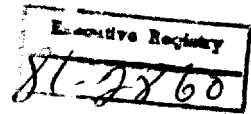


CONFIDENTIAL



81-2426

19 November 1981

DD/A 11/19/81

FILE: Travel-6

MEMORANDUM FOR: Deputy Director for Administration
FROM: Director of Central Intelligence
SUBJECT: Travel Reduction Plan

At today's Cabinet meeting we were asked to have prepared in thirty days a travel reduction plan for each agency. Here are some notes I took on the discussion.



William J. Casey

25X1

Attachment :
As stated

CONFIDENTIAL



25X1

Notes taken by DCI at Cabinet Meeting
19 November 1981

Travel

- FAA or Coast Guard plane
- Private charter cheaper than government plane
- Department can buy commercial ticket, with discounts, cheaper than tickets bought from GSA
- Cut unnecessary trips
- Reduce size of delegations
- Watch meeting locations

EXECUTIVE SECRETARIAT

Routing Slip

TO:		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI		X		
3	D/ICS		X		
4	DD/NEA				
5	DD/A	X			
6	DD/O				
7	DD/S&T				
8	GC				
9	LC				
10	IG				
11	Compt		X		
12	D/PA				
13	D/EE0				
14	D/Pers				
15	D/ExStf				
16	AO/DCI				
17	D/OPP		X		
18	ES		X		
19					
20					
21					
22					
SUSPENSE		15 December Date			

Remarks: